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Employment - Job Description

December 8, 2008

Research Assistant I

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a part time 60% FTE Research Assistant I (RA I) for the Occupational Lead Poisoning Prevention Program (OLPPP). This position is located in Richmond, CA.

Working directly under the Research Scientist Supervisor I (Chief, Surveillance and Case Investigation Unit), the RA I is responsible for providing data import and quality control support to the OLPPP Elevated Lead Visual Information System (ELVIS) database located at 850 Marina Bay Parkway, Richmond. The information imported into ELVIS is confidential and requires careful handling. The RA I may process electronic records, call to obtain missing information, perform related data entry tasks, and perform filing of hard copy forms. The RA I may also perform other research and some clerical duties as required.

Duties & Responsibilities:

- Processes reports received electronically; imports into database.
- Ensures that electronic results above the action level are immediately received in electronic and hard-copy format by the appropriate staff member.
- Makes phone calls to retrieve information needed for ELVIS.
- Updates ELVIS database with new information from various sources.
- Performs other duties as required, including filing, mail retrieval and sorting, preparing mailings, etc.

Qualifications:

- A college degree preferred.
- Public health experience, especially in occupational health, is desirable.
- Computer skills – database applications.
- Effective time and task management abilities
- Excellent oral communication skills, both telephone and in-person.
- Team player.
- Follows direction; able to work independently once trained.
- Recognizes when to ask for assistance or clarification; asks appropriate questions.
- Reliable and trustworthy.

Compensation:

Hourly pay rate is \$11.64. PHI offers a generous benefits package including medical, dental, vision, short/long term disability insurance, life insurance, 403b (tax sheltered annuity) and partial subsidy of public transportation cost. For more information about PHI's benefits, please visit www.phi.org.

How to apply:

To apply for this position, click here [APPLY HERE](#) or go to PHI's Career Site at www.phi.jobs.

Only for applicants without access to the internet, PHI's mailing address for this position is listed below. Please send cover letter and resume by December 12, 2008 to:

Public Health Institute
555 - 12th Street, 10th Floor
Department #208, Oakland, CA 94607-4046
We are proud to be an EEO/AA Employer
NO PHONE CALLS PLEASE

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